 10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7	MANUAL: Emergency Preparedness and Response - Public Information	
	SECTION: Section 1 - Introduction	
	ORIGINAL	REVIEW: REVIEW:
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
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Related Policies:

Emergency Preparedness and Response Manual – Master

1.0 POLICY

In accordance with the Fixing Long Term Care Home Act subsection 90 (1) and related Regulations, Hillel Lodge will have current Emergency Preparedness and Response plans (ERP) in place that will promote processes related to the planning, organizing and implementing of strategies to effectively respond to and recover from emergencies or disasters. It will encompass a wide range of activities and measures aimed at ensuring the safety, health and well-being of Residents, employees, visitors and the organization before, during and after an emergency. Emergency response aims to protect lives, limit economic loss, and restore normalcy as quickly and efficiently as possible.

Hillel Lodge uses the internationally recognized and standardized “**Incident Management System**” framework which is designed to manage emergency incidents ranging from natural disasters, hazardous or potentially hazardous emergency situations, security threats and public health emergencies.

2.0 SCOPE

This policy applies to everyone at Hillel Lodge, including but not limited to, employees, residents, volunteers, visitors, and contractors of our Long-Term Care Home.


3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

There is a dedicated Emergency Preparedness and Response Lead for Hillel Lodge who will be accountable for leading the debriefing process post activation of any associated drills or actual events and leading a review and evaluation of the ERP annually. The CEO will be responsible for approving any changes made and annual reviews.

4.0 COMMUNICATION/TRAINING

Education and training in long-term care on emergency preparedness and responses to emergencies is essential to ensure the safety and well-being of residents, staff, volunteers and visitors to our home during emergencies. Given the vulnerability of our residents and complexity of care, a robust emergency preparedness policy and associated procedures must be comprehensive and implemented. Training is required of all new hires, including volunteers and contracted service providers upon orientation to the home and reviewed annually thereafter.

Mandatory training on the roles and responsibilities associated with emergency procedures, will be

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role specific and regular drills will be conducted to ensure knowledge and understanding of all employees.

5.0 Definitions:

Emergency Preparedness: The planning and preparing for potential emergencies before they occur. This includes creating emergency plans, training personnel, conducting drills, and ensuring resources and equipment are available.


Emergency Response: Responding to emergency situations by taking action to manage and mitigate the impact of the emergency. This may involve deploying emergency services such as firefighters, police, medical personnel and other responders to provide assistance, rescue operations, medical care and containment.

Emergency Recovery: This refers to the homes' efforts to return the affected area to normalcy after the immediate danger has passed. This may include restoring infrastructure, providing support to affected individuals, and evaluating the response to improve future preparedness.

Emergency Mitigation: Measures to reduce the risk and impact of future emergencies. This can involve implementing safety regulations, improving infrastructure, and educating the public on emergency preparedness.

Incident Management System (IMS): IMS is a standardized framework designed to manage emergency incidents and ensure a coordinated efficient and effective response. Key features of the IMS include:

- **Standardization:** providing a common terminology and organizational structure, facilitating communication and coordination among various responding entities.
- **Modular organization:** scalable and flexible, allowing it to be adapted to incidents of any size or complexity, They system can expand or contract depending on the needs of the situation.
- **Command structure:** establishes a clear chain of command and roles including:
 - Incident Manager (IM): the person in charge of the overall incident response.
 - Command staff: key personnel supporting the IM such as a Public Information Officer, Safety Officer and functional support personnel such as Operations, Planning, Logistics and Finance/Administration.
 - Resource Management.

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- Communications to establish protocols to ensure information flow among all parties involved in the response
- **Flexibility and Adaptability:** can be applied to all types of incidents regardless of cause, size, location or complexity.
- **Benefits of an IMS includes:**
 - enhanced coordination: facilities collaboration among different agencies and organizations;
 - improved efficiency: response efforts and resource use; and,
 - increased safety protocols and consistency: a standardized approach that can be used across different types of incidents.

Overall, the IMS is essential for effective emergency response and management, ensuring that incidents are handled systematically and efficiently.

Resources:

Incident Management System: [Incident Management System \(IMS\) Guidance: version 2.0 | ontario.ca](#)
[Emergency preparedness | ontario.ca](#)
[Emergency management in Ontario | ontario.ca](#)

Fixing Long Term Care Home Act subsection 90 (1)
Fixing Long Term Care Home Regulations s.269; s.269; s.270